

LETTER OF APPOINTMENT (Non-Classified Employees)

**TO: Department of Management and Budget, Office of Financial Management
Department of Civil Service, State Personnel Director**

In accordance with Public Act 429 of 1978, as amended, and Administrative Manual Policy concerning guidelines for appointment of non-classified employees and for recognition of annual leave, sick leave, personal leave, and deferred hours for non-classified employees please be advised as follows:

NAME OF APPOINTING AUTHORITY	TITLE OF APPOINTING AUTHORITY
NAME OF APPOINTEE	SOCIAL SECURITY NUMBER
UNCLASSIFIED POSITION APPOINTED TO	PERIOD OR LENGTH OF TIME OF APPOINTMENT
AMOUNT OF ANNUAL SALARY (Or as determined by Legislative Appropriation)	EFFECTIVE DATE OF APPOINTMENT

IT IS AGREED THE APPOINTEE:

- ☐ Elects the Civil Service Benefits Agreement Option. This option entitles the appointee to accrue annual leave, sick leave, personal leave, deferred hours and longevity credits; receive annual longevity payments; and receive terminal payments for unused annual leave, sick leave (for appointees hired before October 1, 1980), personal leave, deferred hours, and longevity benefits accrued during this appointment. Credits and payments will be made on the basis used for classified employees. Payments to appointees are limited to available appropriations. Appointees electing this option must use leave credits if they work less than their standard hours.
- ☐ Waives the Civil Service Benefits Agreement Option. This option entitles the appointee to reach a separate agreement with the appointing authority regarding leave accrual and usage. **Appointees electing this option are not eligible for annual longevity payments and cannot receive payments for any unused leave balances at the termination of this appointment.**

IT IS ALSO AGREED THE FOLLOWING LEAVE CREDITS MAY BE TRANSFERRED FROM APPOINTEE'S PREVIOUS POSITION:

CLASSIFIED LEAVE CREDITS		NON-CLASSIFIED LEAVE CREDITS	
Annual	Sick	Annual	Sick
Personal	Deferred Hours	Personal	Deferred Hours

APPOINTEE SIGNATURE	DATE
APPOINTING AUTHORITY SIGNATURE	DATE
DIRECTOR, DMB OFFICE OF FINANCIAL MANAGEMENT	DATE

DISTRIBUTION: (1) One copy to Department of Civil Service; (2) Two original copies to DMB; (3) One copy to appointee; (4) Keeps one copy